

**U.S. GENERAL SERVICES ADMINISTRATION  
AND U.S. ABILITY ONE COMMISSION  
SERVICE LEVEL AGREEMENT  
FISCAL YEAR 2018**





## **1. Introduction:**

This Service Level Agreement (SLA) is between the U.S. Ability One Commission (USAOC) and the U.S. General Services Administration (GSA), and details the range and cost of administrative support services that are available to USAOC on a reimbursable basis. This SLA shall be effective upon signature by authorized representatives of both USAOC and GSA.

## **2. Legal Authority:**

GSA offers administrative support services on a reimbursable basis to commissions, committees, and other agencies of the Federal Government that do not maintain a full administrative staff. Statutes and Executive orders, and Presidential pronouncements establishing Presidential and Congressional Boards or Commissions and other similar federal organizations often assign responsibility for providing administrative support to GSA. The U.S. Ability One Commission and the GSA enter into this SLA pursuant to the authority of Public Law 92-28 dated June 23, 1971 (41 U.S.C. 8501-8506); and 40 U.S.C. 501 et seq.

## **3. Services to be performed:**

GSA's goal is to provide high quality customer-centric administrative support services within established legal framework in support of the U.S. Ability One Commission. Through this SLA GSA offers the following administrative support services on a reimbursable basis to customer:

### **A. Account Management:**

#### **(1) Core Services:**

- (a) Provide research and guidance on issues relevant to the ongoing operation.
- (b) Serve as the liaison on regulatory and other issues with other Federal Agencies and GSA Service Providers.
- (c) Provide timely communication and response to service requests through typical communication mediums, i.e., telephone, fax, email, mail courier service.
- (d) Coordinate routine Account manager/client meetings.
- (e) Serve as point of contact on all startup, steady state and close out activities.
- (f) Serve as liaison for services between other GSA entities or other Federal agencies.

#### **(2) Customer Service:**

- (a) Clients may contact GSA CABS Account Management Branch at (202) 205-2900 with any issue at any time. The CABS Account Management Branch will help you assess your requirement and determine which GSA Service Provider might best help you address your issue. It is the role of the GSA CABS Account Management Branch not only to ensure a GSA Service Provider is identified but also to ensure your requirement is addressed in your current SLA or prepare an addendum to your SLA so your requirement is addressed. SLA addendums if required should be prepared and signed by both parties before any work is accomplished. However, in cases where you are sure which GSA Service Provider is responsible for providing a specific service and you know that service is covered in your current SLA, you should contact that Service Provider directly in order to expedite the service to be provided.



**B. Human Resources:**

**(1) Core Services:**

- (a) Serve as the principal advisor and partner to leadership on matters related to human resources management, including hiring, staffing and recruitment, position classification and management, compensation and pay administration, workforce planning, employee services, entitlements and advisory services, including employee relations.
- (b) Ensure confidentiality of human resource information which will only be shared, discussed and/or released to appropriate individuals on a need-to-know basis.
- (c) Be knowledgeable about requirements in order to render effective and timely guidance and action.
- (d) Be accountable, timely and proactive in providing high quality value added human resource services.
- (e) Be consultative and facilitate the identification of sound alternatives.
- (f) Provide sound, clear and objective responses based on governing laws and regulations when rendering decisions.
- (g) Protect the rights of employees and management in accordance with governing regulations and laws.
- (h) Maintain automated HR systems with accurate and up-to-date data.
- (i) Be knowledgeable in and adhere to established Executive or Legislative Branch HR laws, rules and regulations, policies and procedures to include Merit System Principles and Veterans Preference.
- (j) Adhere to established deadlines and processes outlined in this SLA and SOP-related business processes and performance measures.
- (k) Maintain recurring customer service meetings when requested.
- (l) Ensure awareness of any changes in automated HR systems to be used and that staff is trained in advance of implementation.

**USAOC is responsible for the following requirements to enable GSA to execute core services:**

- (a) Partner with GSA in the formulation and decision-making processes involving human resource management and policy issues.
- (b) Involve GSA early in the formulation and decision making process.
- (c) Participate in strategic conversations and fully disclose HR requirements to GSA.
- (d) Prioritize requirements to facilitate workload balancing.
- (e) Provide accurate and complete information to GSA as requested.
- (f) Submit electronic information when applicable.
- (g) Submit hard copies of documents when applicable (e.g., original signature required and original transcripts).
- (h) Work with GSA to develop mutually agreeable outcome measures and provide timely and constructive feedback on work performed.
- (i) Distribute HR information to managers and employees on a timely basis.
- (j) Provide information needed to maintain automated HR systems with accurate and up-to-date data. Adhere to established Executive and/or Legislative HR laws, rules and regulations, policies and procedures including Merit System Principles and Veterans Preference.
- (k) Adhere to established deadlines and processes outlined in the SLA and SOP-related business processes and performance measures.



**(2) Service Detail for Hiring:**

- (a) Educate on required HR- related timeframes and processes outlined in the SOPs
- (b) Hold pre-consultation meetings to provide guidance to managers, Subject Matter Experts (SMEs), liaisons, etc. on position management, classification, recruitment strategies, hiring flexibilities and strategies; where requested/needed.
- (c) Encourage SME participation throughout the recruitment process.
- (d) Classify positions including identifying position risk sensitivity designations.
- (e) Maintain accurate and up-to-date standard position description library.
- (f) Provide advice and assistance on compensation, pay setting and administration.
- (g) Provide advice and assistance on recruitment, retention, relocation and all other incentives (e.g., Student Loan Repayment Program).
- (h) Work with manager(s) to develop job analysis in association with recruitment action.
- (i) Prepare and post vacancy announcements and recruitment notices if otherwise not prepared/completed by the Office of Personnel Management (OPM).
- (j) Maintain an accurate and up-to-date standard vacancy announcement library.
- (k) Perform technical review of requests for paid advertisements.
- (l) Determine basic qualifications, rate and rank applicants, if otherwise not prepared/ completed by the Office of Personnel Management (OPM).
- (m) Review and approve tentative selections made by managers.
- (n) Respond to applicant and other external inquiries about the hiring action.
- (o) Conduct HR-specific portions of the new employee orientation program.
- (p) Maintain an up-to-date job analysis library.
- (q) Conduct new employee orientation.
- (r) Ensure new employee is issued PIV card (if applicable).
- (s) Initiate background security investigations (if applicable)

**USAOC responsibilities as they relate to Hiring and where applicable:**

- (a) Ensure documentation is accurate and complete prior to submission of job requisition to GSA.
- (b) Thoroughly discuss HR requirements during pre-consultation meetings.
- (c) Provide SMEs as required to assist in the recruitment process.
- (d) Perform timely review and approval of recruitment documents.
- (e) Submit tentative selections made by managers to HR for review and approval.
- (f) Develop justifications and provide approval of recruitment, retention and relocation incentives to include superior qualifications.
- (g) Use standardized documents, templates and automated tools as applicable (e.g., standard position descriptions, vacancy announcements, etc.).
- (h) Coordinate and pay for advertising costs related to recruitment efforts.
- (i) Adhere to established HR laws, rules and regulations, policies and procedures including Merit System Principles, Veterans Preference and confidentiality of HR related documents.
- (j) Adhere to timeframes and processes outlined in this SLA and related business processes SOPs.
- (k) Develop and implement recruitment and staffing plans in collaboration with GSA.
- (l) Develop and implement succession plans in collaboration with the GSA.
- (m) Initiate and submit Request for Personnel Actions (RPAs) within established timeframes outlined in SOPs.
- (n) Coordinate and finalize Executive Office of the President (EOP)/ -Vetting (if applicable).
- (o) Notify GSA of all Presidential Appointee positions based on the confirmation from the White House and the Senate in a timely manner (if applicable).



**(3) Service Detail for Personnel Action Processing:**

- (a) Process all actions into CHRIS, including providing quality control of entries.
- (b) GSA personnel processing procedures will be used.
- (c) Provide guidance and assistance in completion of personnel processing forms.
- (d) Establish and maintain official personnel files and electronic official personnel files (i.e. Official Personnel Folder, eOPF) according to the Office of Personnel Management's regulations.
- (e) Transfer official personnel files as required.
- (f) Coordinate conversion of official personnel files into an electronic format if applicable (i.e., eOPF).
- (g) Request SF-75, SF-1150s and transcripts of service as necessary.
- (h) Adjudicate and code Standard Form 52s using OPM guidance.
- (i) Retrieve prior service OPFs from NARA (NPRC).
- (j) Retrieve prior service OPFs from other agencies.

**USAOC responsibilities as they relate to Personnel Action Processing:**

- (a) Ensure personnel actions and necessary documents are submitted timely to the GSA for processing.
- (b) Ensure personnel actions are accurate and contain all information, including signatures and supporting documentation needed for processing.
- (c) Adhere to timeframes and processes outlined in this SLA and related business process SOPs.
- (d) Ensure performance appraisals are submitted timely for processing.

**(4) Service Detail for Human Resource Information Technology:**

- (a) Provide required personnel and payroll reports except for 113A and G reports. 113 A&G Reports will be provided to client organizations upon request by GSA's Payroll Branch. Reports should be requested by contacting GSA's Accounting and Reporting Financial Division at (816) 823-2701 or email Mike Melloy at michael.melloy@gsa.gov.
- (b) Prepare standard and ad-hoc reports containing HR employee data.
- (c) Input and maintain employee data in GSA's HRIT system.

**USAOC responsibilities as they relate to Human Resource Information**

**Technology:** Ensure the GSA and Client Subject Matter Experts participate in the formulation of IT requirements.

**(5) Service Detail for Benefits Management:**

- (a) Provide users with benefits guidance and reference materials.
- (b) Develop benefits-related communication.
- (c) Educate employees on all available benefits programs.
- (d) Process all benefits-related actions not related directly by the insurance provider.
- (e) Determine eligibility for agency-specific benefits.
- (f) Determine/re-determine retirement benefits coverage based on qualifying events.
- (g) Receive and validate retirement program claims to appropriate parties for adjudication.
- (h) Administer discretionary benefits programs.
- (i) Model and calculate estimated benefits payments.
- (j) Provide benefits counseling upon employee request.



**USAOC responsibilities as they relate to Benefits Management:**

- (a) Ensure benefits guidance and reference material is distributed to the appropriate audiences.
- (b) Communicate needed changes to guidance and/or reference material to the GSA.
- (c) Notify the GSA of any corrective action needed to employee personnel/payroll records.
- (d) Ensure managers and employees complete and submit all necessary benefits forms in a timely manner.

**(6) Service Detail for Position Management:**

- (a) Establish an appropriate number of positions essential to accomplish the functions assigned.
- (b) Structure positions clearly and discretely to avoid overlapping of duties, unnecessary positions or fragmentation of work processes.
- (c) Abolish vacant positions if the duties can be redistributed or eliminated.
- (d) Optimize supervisor/employee ratios.
- (e) Minimize the number of organizational levels, with emphasis on decentralization delegation to the lowest possible working level.
- (f) Establish a balance between the number of employees who perform full performance level duties of the unit and the development of employees who perform more routine and lower level tasks.
- (g) Establish positions in such a way as to encourage career development and allow cross-training consistent with the need to recruit and retain a diversified workforce.
- (h) Classify position descriptions that adequately describe the work to be performed.

**USAOC responsibilities as they relate to Position Management:**

- (a) Collaborate with the GSA on the creation and maintenance of a sound organizational structure.
- (b) Ensure all positions are properly classified.
- (c) Ensure that position descriptions of their subordinate staff accurately describe the duties being performed.
- (d) Consult with GSA when making revisions or updates to a position description.
- (e) Prepare and submit completed documentation to facilitate the classification of the position.

**C. Employee Relations and Performance Management:**

**(1) Service Detail for Employee Relations and Performance Management**

- (a) Serve as technical representative to General Counsel (if applicable) in dealings with employee and third-party representatives.
- (b) Advise and consult with supervisors and managers on employee relations issues.
- (c) Provide advice, assistance, regulatory requirements and templates to managers on disciplinary, adverse and performance-based actions, processing administrative grievances, congressional and other third-party actions.
- (d) Participate in oral reply meetings with deciding officials for disciplinary or adverse actions as required.
- (e) Provide regulatory and policy advice on workforce relations matters such as work schedules, time and leave administration, telework, performance management, employee recognition, etc.
- (f) Provide employees information on employee rights and obligations provided for in regulations, legislation and merit system principles.
- (g) Provide timely processing of award personnel actions.



- (h) Provide timely guidance on establishing performance plans, conducting mid-year reviews and conducting final performance rating discussions and closing performance plans.
- (i) Provide advice, assistance, templates and training workshops on award requirements, establishment of performance contracts/plans and conducting performance evaluations.
- (j) Provide Performance Management training for employees on performance systems, timeliness, supervisory and employee responsibilities.

**USAOC responsibilities as they relate to Employee Relations and Performance Management:**

- (a) Assist with the development and completion of annual performance plans within specified timeframes.
- (b) Consult with GSA when performance and/or conduct concerns arise and obtain approval prior to issuing Performance Improvement Plans (PIPs), disciplinary or performance-based actions, excluding those for SES positions.
- (c) Use templates when developing letters of warning, reprimand and other disciplinary documents in coordination with GSA.
- (d) Provide evidence of misconduct or unacceptable performance to GSA.
- (e) Ensure employee recognition adheres to customer and GSA policies and guideline.
- (f) Supervisors should discuss perceived problems with employees as soon as such problems arise. When the circumstances call for disciplinary action, it should be taken promptly. Delay in taking disciplinary action tends to diminish its effectiveness.

**(2) Service Detail for Customer Service:**

- (a) Ensure that training or guidance is provided on new HR systems, processes or procedures prior to implementation.
- (b) Serve as an advisor to leadership on human resource solutions to organizational business needs.
- (c) Work to develop staffing and recruitment strategies.
- (d) Provide training on HR system functionality and reporting capabilities.
- (e) Provide HR-specific training on hiring flexibilities, laws, rules and regulations, policies and procedures and other HR related areas.
- (f) Support recruitment outreach activities conducted by customer and GSA Washington Area Operations Center (WAOC).
- (g) Provide appropriate, accurate, and timely responses to customer inquiries received by email, phone and in person.
- (h) Develop mutually agreed upon performance measures.
- (i) Survey customers' satisfaction and utilize feedback to improve processes.
- (j) Report how feedback has been utilized to improve processes.
- (k) Track and report actual performance against WAOC key performance indications (KPIs) and SLA requirements.

**USAOC responsibilities related to Customer Service:**

- (a) Planning and forecasted anticipated/realized vacancy.
- (b) Participate in training events and workshops, as needed.
- (c) Provide timely, actionable and constructive feedback on WAOC performance surveys.



**D. Comprehensive Human Resources Integrated System (CHRIS):** CHRIS is the automated tool used by HR professionals to document employee's employment data such as changes in salary, position, and benefits. CHRIS creates an employment history documented in e-OPF or can be printed and placed in an OPF. CHRIS is coupled with GSA's Business Objects Reporting tool; an agency can receive a full range of standard and ad hoc workforce reports quickly and easily. Data retrieval, customer reporting, and query features allow agencies to perform analysis, identify trends, track changes, and forecast future needs. **CHRIS** provides

- Personnel Action Processing
- Benefits Management
- Telework Reporting

1. **System Migration Support Fees:** Support fees are based on estimated labor, time and materials required to successfully complete all tasks and meet all identified requirements associated with the migration efforts. Estimated costs are dependent upon a number of variables, such as customer size, migration tasks to be completed, and length of the migration effort.
2. **Off-Boarding Existing Commissions and Boards:** Off-boarding migration support activities for FY 2018 will be computed as the number of estimated hours times an hourly rate of \$251.44.

High-Level Requirement: Extract and transfer CHRIS HR data to another Shared Service Provider. Required IT Services:

- a. Project Management (tracking migration tasks and deliverables, project status updates, etc.)
- b. Migration Meetings (with agency/new shared service provider)
- c. Requirements Definition
- d. Design, Build & Test Data Extract files
- e. Establish and implement transfer methodology (SFTP, FTP, FTP with PGP encryption)
- f. File Transmissions to new shared service provider
- g. Parallel testing as required
- h. Process Nature of Action 962
- i. Post-Migration Actions (Identify BO users and provide a list to the CFO for termination of access, cancel concurrent processes for each agency, end-date row level security for BO users on the CHRIS side, etc.)

3. **On-Boarding new Commission or Board:** On-boarding migration support activities for FY 2018 will be computed at a flat rate of \$154.50 per agency.

High-Level Requirement: Establish a new Board or Commission in the CHRIS system. Required Tasks:

- a. Create the new agency in the CHRIS system after receiving OPM by entering the following data elements into the CHRIS system:
  1. Agency Code/Description
  2. Payroll Office ID
  3. Payroll Block Number
  4. Organization information
  5. Notify Payroll that the new Board/Commission has been created in the CHRIS system



4. **Optional Ad Hoc Services:** The OCIO will provide on a reimbursable basis for time, material, and labor costs, the following services:

- a. Customized ad hoc queries or other specialized systems requests requiring other than routine analysis and normal processing; fees for these services will be charged separately at the rate of \$283.29 per hour, or a minimum of \$425.81.

If OHRM, CABS-BAM requires a change to CHRIS based on a unique requirement, a formal Requirements Document will be prepared. A written estimate will be provided based upon the Requirements Document and if OHRM accepts the estimate, a modification to this Intra-agency Agreement will be prepared. The cost of any OHRM CABS-BAM change will be charged over and above the regular user support fees. However, GSA is in the process of divesting its HR Line of Business Status. The divestment may require decommissioning of GSA's HR and Payroll systems. Therefore, the only modifications and/or enhancements that will be made to GSA's HR and Payroll systems prior to the divestment are those required by law.

**Notes:**

1. HRLinks team (HRIT/OHRM) will work with the current CABS team to initiate the SLA's and the collection of fees from clients for System Migration, Off-Boarding, On-Boarding and Optional Ad Hoc Services.
2. GSA is currently working on a HR Systems modernization that will replace the existing HR system (CHRIS) and Time and Attendance systems (ETAMS and ALOHA) and the new solution will be supported by a new Shared Service Provider (IBM). The planned operational cutover will be in May 2018. GSA will be working with all customers to support the training and business impacts if any.
3. Fees from this section (3.D.) are in addition to any monthly fee chargeable pursuant to section 6.A. for basic services which are described in other parts of section 3.

**E. Legal (Office of General Counsel):**

1. Legal services relating to the administrative support services being provided.
2. Interpretation of enabling legislation authority and other relevant statutes directly related to the customer's primary mission as defined in the enabling legislation.

**F. Equal Employment Opportunity (EEO):**

1. General advice and guidance on EEO matters provided to the Customer's management and employees.
2. For Customers under Executive authority: To coordinate the contract processing of EEO complaints of discrimination from the informal stage to the formal stage upon the Customer's request. OCR will contract for EEO services other than initial intake of EEO contacts. The Customer is responsible for all contract costs including those associated with processing EEO complaints (i.e. counseling, mediations, accept/dismiss, amendments, investigations, and final decisions). EEO intake contacts from Customers under the authority of the Legislative branch will be referred to the EEOC for the appropriate non-Executive complaints processing guidance.

4. **Optional Services:** All services identified in this paragraph and provided by the following (but not solely limited to) GSA's offices and any direct liaison/coordination assistance provided by GSA will be on a full cost reimbursable availability basis:

- A. **Federal Acquisition Services (FAS):** The Washington Area Service Delivery Team provides contract management and administration as well as customer service, operations support, and technical assistance for the Washington Interagency Telecommunications



System (WITS) 3 contract. The WITS 3 contract is an IDIQ firm fixed price contract that supports key technologies and government initiatives such as Cloud and Telework, along with reduced pricing over market and other GSA contracting vehicles. Customers can choose from a variety of telecom services available to all the federal agencies in Washington DC and surrounding Maryland and Virginia counties. The WITS 3 vendors, Level 3 and Verizon, offer a comprehensive suite of commercially available telecom and IT products and services to over 140 government agencies. Services include: VoIP, Data, ISDN PRI/BRI, Analog/Digital Trunk, Equipment/CPE, Conferencing, Installation Services, Professional Services, and Cloud Services. In the next few years, the GSA has plans to transition customers from the WITS 3 contract to the GSA Enterprise Infrastructure Solutions (EIS) contract, which is a multiple-award IDIQ with a 15-year period of performance. EIS is a comprehensive solution-based vehicle to address all aspects of federal agency information technology telecommunications, and infrastructure requirements.

- B. **Public Buildings Service (PBS):** PBS provides real estate market analysis by locating and negotiating optimal office space and/or other facilities, pertinent to the customer agency's mission. Acts as a Construction/Project Manager to design and construct new facilities, and/or repairs and alterations of existing structures. Assists in the disposal of un-needed Federal Real Estate; PBS works with the Federal Protective Service (FPS) to provide secure facilities.
- C. **Acquisition Management Division (AMD):** The GSA will provide simplified acquisition services, contract services, and contract administration support. Acquisition services will be direct billed to the Customer on a fee for service basis.
- D. **Office of General Counsel (OGC):** Any legal services not covered by paragraph 3.4 above, including but not limited to the topics below, are reimbursable on an hourly basis, at \$104 per hour, plus any contract costs, contingent upon GSA's legal expertise and available resources.
  - (a) Applicability or interpretation of statutes and regulations.
  - (b) Administrative processing.
  - (c) Litigation related services whether in an administrative venue or court related to a claim, request, demand, or other action.
  - (d) FOIA Requests.
  - (e) Privacy Matters.
  - (f) TORTS.
  - (g) Ethics Matters.
  - (h) Other authoritative material or guidance unrelated to the primary mission of the customer or another service provided by GSA in paragraph 3.
- E. **Equal Employment Opportunity (EEO):** OCR personnel actions required in support of the processing of EEO complaints of discrimination (including obtaining the contract services, reviewing deliverables, advice about reporting) or EEO program maintenance will be performed at a reimbursable rate of \$104 per hour or any portion of an hour. OCR will provide EEO training services if requested by the customer. EEO training services may be contracted out and if so, the customer will be responsible for all associated contract costs. OCR's personnel actions in support of the EEO training (such as planning, developing and contracting for the training) will be charged at a rate of \$104 per hour or any portion of an hour. OCR will provide advisory services for EEO reporting requirements to the EEOC on a reimbursable hourly rate of \$104, such as EEO complaints tracking and program assessment.



**F. Security and Background Investigations (OPM & GSA OMA costs):**

The cost of the personnel suitability process shall be \$350 per case plus the reimbursable OPM investigation fee based on OPM annual cost:

**CURRENT OPM FY18 PRICE LIST**

Tier 1 (formerly NACI) \$194  
Tier 2S (formerly MBI) \$1,550  
Tier 2RS (MBI Reinvestigation) \$1,261  
Tier 3 (formerly ANACI & NACLC) \$433  
Tier 3R (Reinvestigation) \$417  
Tier 4 (formerly BI) \$4,218  
Tier 4R (Reinvestigation) PRI \$2,646  
Tier 5 (formerly SSBI) \$5,596  
Tier 5R (Reinvestigation) \$3,065

OPM costs are the best available estimates and subject to change based on GSA being notified by OPM. Clients will be billed based on the most current costs provided by OPM. FAS will provide government ID cards on a reimbursable basis. (Fingerprints & T1 required)

**G. Reasonable Accommodation Services:** The following outlines those services and associated costs available to your agency, through GSA's Reasonable Accommodation Program. The GSA's Reasonable Accommodation Program provides the following:

- (1) Serves as the primary source for processing reasonable accommodations. Comprehensive reasonable accommodation services, including, but not limited to, reviews reasonable accommodations requests; assist management through the process; advice and consultation on managing requests and accommodation needs; provide ergonomic and workplace needs assessments, to include consultation on the assessment recommendations; draft communication for management throughout the process; review medical information to determine sufficiency for accommodation under the law; request medical documentation, if necessary; consult management on essential job functions; consult management on appropriate accommodations in response to functional limitations; assist management in drafting to deny or grant accommodations; assist management to secure granted accommodations.
- (2) In the review of medical information, GSA may deem it appropriate for an independent medical provider to review the medical documents, consult with an employee's medical team, and/or conduct medical examinations. GSA contracts with the U.S. Department of Health and Human Resources (HHS), Federal Occupational Health (FOH), for such services. When recommended by GSA and the Commission concurs that the referral is appropriate, the Commission agrees for FOH to invoice the Commission directly for payment of approved rendered services.
- (3) Provide advice and consultation on managing workplace issues that may affect the reasonable accommodations efforts; consult on how to manage employee's granted accommodations and future needs.
- (4) Provide advice and consult to support the Privacy Act, to include record keeping of confidential information.
- (5) Provide support to assist management in the development and review of an agency policy; standard operating procedures; resource materials, to include, but not limited to, Frequently Asked Questions, Supervisory Toolkit, Fact Sheet, and Contact List.



- (6) Share best practices of premier Federal agencies through resource materials.
- (7) Provide training to educate management on the Americans with Disabilities Act Amendments Act (ADAAA), Equal Employment Opportunity Commission (EEOC) Enforcement Guidance on Reasonable Accommodation, Job Accommodation Network, Computer/Electronic Accessibility Program (CAP), and others.

- H. **Federal Register Services:** GSA will facilitate the posting of Federal Register Notices (FRNs) for the Client. Client will be responsible for payment to the Government Printing Office (GPO). The cost for publication is approximately \$96 per each Word page, or \$477 per five Word pages, but actual costs for GSA will be charged to the Customer.
- I. **Human Resources-Service Detail for Hiring:** Issue selection certifications under agency merit promotion programs (e.g., competitive and noncompetitive – disability, veterans preference, etc.) and OPM delegated examining (external hiring) authority.
- J. **Labor Relations:** Support by GSA's Labor Relations and associated Legal Subject Matter experts will be negotiated on a case-by-case basis. The fee for service in these matters will be determined based on the work to be provided.
- K. **ID Services for Contractors:**  
GSA will provide Government ID cards to Client contractors on a reimbursable basis. The cost for these services shall be set by USAccess pricing. Current USAccess prices can be found at Fedidcard.gov. Billing for services shall be conducted by the GSA's MSO office, direct with the client, via separate funding obligation and IPAC. Client hereby delegates the roles of Sponsor / Adjudicator / Security Officer to GSA's CABS personnel for the purpose of interacting with GSA's USAccess system for fingerprint processing and/or PIV Card issuance. GSA's CABS will in turn designate by name the role holders it has assigned to support its customers to the USAccess MSO who will act as system role administrator, and provide a copy of such designation to the Client.
- L. **Investigation Services for Contractors:**  
GSA will verify Client contractor national security clearance information in OPM's Central Verification System (CVS) and provide information to the Client. GSA will provide background suitability services on a reimbursable basis for contracted personnel as requested by the Client, for ID cards, as needed. The cost for these services shall be \$270 per case plus the reimbursable OPM investigation fee based on OPM annual cost. OPM investigation fees shown in section 4(F) of this agreement.
- Client Responsibilities for Investigation Services:**  
The Client shall determine the type of personnel investigation for each contractor using the Office of Personnel Management's (OPM) Position Designation System (PDS) tool, found here <https://www.opm.gov/investigations/suitability-executive-agent/position-designation-tool/>. The Client will complete and submit the following forms to GSA: OF306, GSA Form 3665, GSA Form 5004 and the Contractor Information Worksheet. Forms will be provided by GSA upon request. Note: Be advised that OPM may request personal information if not provided.
- M. **Other:** Any other services, charges, or costs not described above, will be provided on a full cost reimbursable basis.



## **5. Points of Contact:**

### **A. GSA:**

Account Management:  
Tom Hodnett  
Agency Liaison Officer  
Commissions & Boards Services  
Business & Administrative Management Division  
Phone: (202) 205-2900  
Email: tom.hodnett@gsa.gov

### **B. USAOC:**

This person authorized to interface with GSA on all matters related to this agreement.

**Name:** Mike Rogers  
**Position:** Chief of Staff  
**Phone #:** 703.603.2120  
**Email:** mrogers@abilityone.gov

This person authorized to interface with GSA on all financial matters related to this agreement.

**Name:** Mike Rogers  
**Position:** Chief of Staff  
**Phone #:** 703.603.2120  
**Email:** mrogers@abilityone.gov

## **6. Financial Agreement:**

- A. The cost of these services shall be \$6,164 per month or for any portion of a month during the life of the agreement plus any reimbursable fees. Monthly fees are based on number of employees supported on a bi-annual basis. A count of employees supported will be taken on September 1 and March 1 of each year to establish the rate for the next six months.
- B. In addition to routine monthly fees, new clients will be charged three months fees to support start-up support, immediately upon signature of their initial SLA.
- C. The cost incurred with the administration of the agreement includes a pro rata portion of GSA's operational costs. GSA will initiate charges against USAOC's account for the agreed upon fees. The fees will be charged against the account during the first eight days of the first month of each quarter or immediately, on a pro rata basis, in quarters which have already begun.
- D. If USAOC should transfer services to another provider or if USAOC completes its federal service, USAOC will be charged three months fees to support the maintenance and transfer of records to a new service provider, employers or the Federal Records Center. In the event Congress decides to close the client agency during the current fiscal year, or if USAOC elects to terminate GSA services for any reason, USAOC shall be assessed a flat fee equal to three months charges on the first day of the last month of this SLA duration to cover all close-out activities including but not limited to:

- 1. Records management
- 2. Final invoicing
- 3. OMB/Treasury final reconciliation
- 4. Surplus property
- 5. Other tasks as required.



- E. Monthly fees will be increased commensurate with federal civilian employee pay raises, e.g., if federal civilian employees get a pay raise of 3.1% in January of any calendar year, the monthly fee for the client will be increased by 3.1% effective October 1, of the same calendar year.

**7. Payment and Intra-Governmental Payment and Collection System (IPAC):**

- A. USAOC agrees to pay as stipulated in the SLA.
- B. Payment will be made via Interfund transfer except when special arrangements are made as mutually agreed upon by the GSA and USAOC
- C. A signature on this SLA signifies the USAOC commitment to reimburse GSA for services rendered.
- D. GSA will use the following Treasury codes on all IPAC billings:
- |  |                               |
|--|-------------------------------|
| Client Agency Location Code (ALC)            | <u>47000018</u>               |
| Client Agency Treasury Account Symbol (TAS): | <u>338.2018.2018-2000.000</u> |
| Client Business Event Type (BETC) Code:      | <u>DISB</u>                   |
| Client BPN number:                           | <u>928275536</u>              |
| Purchase Order Number for Client Billing:    | <u>JP17P0014</u>              |
| First and Last Year of Funding Source:       | <u>2018 2018</u>              |
| Type of Funding:                             | <u>Annual</u>                 |
| GSA Agency Location Code (ALC):              | <u>47000016</u>               |
| GSA Treasury Account Symbol (TAS):           | <u>47X4540.1</u>              |
| GSA BETC Code:                               | <u>COLL</u>                   |
- E. Questions by the GSA or the Client Agency concerning IPAC billings shall be addressed to the points of contacts identified.

**8. Alternative Dispute Resolution:**

- A. The parties agree that, in the event of a dispute between the agency and GSA, the parties shall use their best efforts to resolve that dispute in an informal fashion and through consultation and negotiation, or other forms of mutually acceptable non-binding alternative means of dispute resolution.
- B. Non-acceptance issues unable to be resolved will be handled as follows:
- (1) The Client must request in writing (via email or memorandum) a review by GSA's Director, Business & Administrative Management Division.
  - (2) GSA's Director, Director, Business & Administrative Management Division will submit a written ruling to the Client via email or memorandum.
  - (3) In the event those officials cannot resolve the dispute, they will designate a mutually acceptable independent third party to review the facts and recommend a fair resolution.

**9. Continuing Resolutions:**

- A. In the event of a continuing resolution GSA and USAOC will operate under the guidelines governing the resolution.
- B. Fee collection will be consistent with the terms of the continuing resolution.

**10. Terms of Agreement:**

This agreement is effective October 1, 2017 and will remain in effect until September 30, 2018 unless amended, replaced, or terminated by signed agreement of both parties at least ninety (90) days in advance of the termination date.



USAOC and the GSA reserve the right to terminate this agreement by notifying the other party at least 90 days in advance of termination date. Notification must be made in writing (via email or memorandum) to the Director, GSA's Commission and Boards Services, Business & Administrative Management Division, or his/her designee.

In the event of termination by either party, the GSA agrees to reasonably assist to ensure smooth transition to another provider.

If this agreement is terminated by USAOC, USAOC assumes responsibility for all costs resulting from the termination, which may include:

- A. Direct costs already incurred by the GSA in support of the agreement which costs cannot be similarly canceled or deferred
- B. Termination costs
- C. Transition costs as applicable

11. Authorizing Officials:

GSA:

Print: E.T. HODNETT JR

Date: 18 Oct 17

Sign: (b) (6)

USAOC:

Print: Berry S. Lineback

Date: 10/18/2017

Sign: (b) (6) Acting DED



UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



IAA Number

GT&C #

Order #

Amendment # / Mod #

DEPARTMENT AND/OR AGENCY

1.	Requesting Agency of Products / Services	Servicing Agency Providing Products / Services
Name	U.S. Ability One Commission	General Services Administration Commissions and Boards Services
Address	1401 S Clark Street, Suite 715 Arlington, VA 22202	1800 F Street, Room 7006 Washington, DC 20405

2. Servicing Agency Tracking Number (Optional) :

3. Assisted Acquisition Agreement ☐ Yes ☒ No

4. GT&C Action (Check action being taken)

☒ New

☐ Amendment - Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation - Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 10/01/2017 End Date 09/30/2018 of IAA or effective cancellation date  
MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received

☒ Yes

If Yes, this is an: Annual Renewal ☒

Other Renewal ☐

State the other renewal period: \_\_\_\_\_

☐ No

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related order.

UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



IAA Number \_\_\_\_\_  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_

**9. Estimated Agreement Amount** (The Servicing Agency completes all information for the estimated agreement amount)

(Optional for assisted Acquisitions)

Direct Cost \_\_\_\_\_ \$73,971.00

Overhead Fees & Charges \_\_\_\_\_ \$0.00

Total Estimated Amount \_\_\_\_\_ \$73,971.00

Provide a general explanation of the Overhead Fees and Charges

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority (Check One)**

Franchise Fund

☐

Revolving Fund

☐

Working Capital Fund

☐

Economy Act (31  
U.S.C. 1535 / FAR 17.5)

☐

Other Authority

☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority  
Public Law 92-28

**b. Servicing Agency's Authority (Check One)**

Franchise Fund

☐

Revolving Fund

☐

Working Capital Fund

☒

Economy Act (31  
U.S.C. 1535 / FAR 17.5)

☐

Other Authority

☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority  
Property Act 40 U.S.C 501

**11. Requesting Agency's Scope** (State and/or List Attachments that support Requesting Agency's Scope.)

See FY18 SLA between USAOC & GSA

**12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency** (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency)

See FY18 SLA between USAOC & GSA

UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



IAA Number

GT&C #

Order #

Amendment # / Mod #

**21. Additional Requesting Agency and/or Servicing Agency Attachments** (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency Attachments)

**22. Annual Review of IAA**

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled as per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Michael Rogers	E.T. Hodnett
Title	Chief of Staff	Agency Liaison Officer
Telephone Number(s)	(703) 603-0030	(202) 205-2900
Fax Number		(202) 501-3955
Email Address	mrogers@abilityone.gov	tom.hodnett@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Approval Date	18 Oct 17	18 Oct 17

UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



IAA Number \_\_\_\_\_

GT&C # \_\_\_\_\_

Order # \_\_\_\_\_

Amendment # / Mod # \_\_\_\_\_

**13. Restrictions (Optional)** (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

See attached SLA

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency)

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10, Intragovernmental Transaction (IGT) Guide.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

90  
If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.  
If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

**17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition Assistance for this IAA** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

USAOC

**18. Assisted Acquisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition Assistance for this IAA** (State or attach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA.)

GSA

**19. Requesting Agency Clause(s)** (Optional) (State and/or attach any additional Requesting Agency clauses.)

**20. Servicing Agency Clause(s)** (Optional) (State and/or attach any additional Servicing Agency clauses.)

UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)

Agreement Between Federal Agencies

Order Requirements and Funding Information (Order) Section



BUREAU OF THE

**Fiscal Service**

LEAD. TRANSFORM. DELIVER.

IAA Number

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Order #

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Servicing Agency's Agreement  
Tracking Number (Optional)

JP18P0014

**PRIMARY ORGANIZATION/OFFICE INFORMATION**

<b>24.</b>	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Primary Organization / Office Name	IU, S. Ability One Commission	General Services Administration Commission and Boards Services
Responsible Organization / Office Address	1401 South Clark Street, Suite 715 Arlington, VA 22202	1800 F Street, NW Washington, DC 20405

**ORDER REQUIREMENTS INFORMATION**

**25. Order Action (Check One)**



**New**



**Modification (Mod)** - List affected Order blocks being changed and explain the changes being made.

For Example: for a performance period mod, state the new performance period for this Order in Block 27.

**Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting, or changing Funding for an Order Line.**



**Cancellation** - Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

<b>26. Funding Modification Summary by Line</b>	<b>Line #</b>	<b>Line #</b>	<b>Line #</b>	<b>Total of All Other Lines (attach funding details)</b>	<b>Total</b>
Original Line Funding					\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]					\$0.00
Funding Change for This Mod					\$0.00
<b>TOTAL Modified Obligation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Total Advance Amount (-)					\$0.00
<b>Net Modified Amount Due</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**27. Performance Period**

**Start Date**

10/01/2017

MM-DD-YYYY

**End Date**

09/30/2018

MM-DD-YYYY

For a performance period mod, insert the start and end dates that reflect the new performance period.

UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)

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IAA Number

GT&C #

Order #

Amendment # / Mod #

Servicing Agency's Agreement  
Tracking Number (Optional)

JPB P0014

28. Order Line / Funding Information										Line Number							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC										47000016							
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
TAS (required by 10/1/2014)			338	2018	2018		2000	000									
and/or current TAS format										47X4540 1							
BETC										COLL							
Object Class Code (Optional)																	
BPN																	
BPN + 4 (Optional)																	
Additional Accounting Classification / Information (Optional)										Client Billing #							
Requesting Agency Funding Expiration Date										Requesting Agency Funding Cancellation Date							
09-30-2018																	
MM-DD-YYYY										MM-DD-YYYY							
Project Number & Title																	
Description of Products and/or Service, including the Bona Fide Need for this Order (State or attach a description of products/services, including the Bona Fide need for this Order.)																	
North American Industry Classification System (NCAIS) Number (Optional)																	
Breakdown of Reimbursable Line Costs and/or Breakdown of Assisted Acquisition Line Cost:																	
Unit of Measure				Contract Cost													
Quantity		Unit Price		Total		Servicing Fees											
1		\$73,971.00		\$73,971.00		Total Obligated Cost		\$0.00									
Overhead Fees and Charges						Advance for Line (-)											
Total Line Amount Obligated				\$73,971.00		Net Total Cost				\$0.00							
Advance Line Amount (-)						Assisted Acquisition Servicing Fees Explanation											
Net Line Amount Due				\$73,971.00													
Type of Service Requirements																	
<input checked="" type="radio"/> Severable Service <input type="radio"/> Non-Severable Service <input type="radio"/> Not Applicable																	

UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)

Agreement Between Federal Agencies

Order Requirements and Funding Information (Order) Section



BUREAU OF THE

**Fiscal Service**

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IAA Number

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Servicing Agency's Agreement  
Tracking Number (Optional)

JP18P0014

**29. Advance Information** (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C)

**Total Advance Amount for the Order** \_\_\_\_\_ [All Order Line Advance amounts (Block 28) must sum to this total.]

**Revenue Recognition Methodology** (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue.)

- ☐ Straight-Line — Provide amount to be accrued \_\_\_\_\_ and Number of Months \_\_\_\_\_
- ☐ Accrual Per Work Completed — Identify the accounting post period:
- ☐ Monthly per work completed & invoiced
- ☐ Other — Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

**30. Total Net Order Amount:** \$73,971.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total]

**31. Attachments** (State or list attachments)

- ☐ Key Project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)
- ☐ Other Attachments (Optional)

**BILLING AND PAYMENT INFORMATION**

**32. Payment Method** (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

- ☐ Requesting Agency Initiated IPAC
- ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card
- ☐ Other — Explain other payment method and reasoning: \_\_\_\_\_

**33. Billing Frequency** (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation): \_\_\_\_\_

**34. Payment Terms** (Check One)

- ☐ 7 Days ☐ Other Payment Terms (include explanation): \_\_\_\_\_

UNITED STATES GOVERNMENT INTERAGENCY  
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Agreement Between Federal Agencies  
Order Requirements and Funding Information (Order) Section



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**Fiscal Service**  
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IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_

**35. Funding Clauses / Instructions (Optional)** (State and/or list funding clauses/instructions)  
Subject to the Availability of Funds

**36. Delivery / Shipping Information for Products (Optional)**

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address / Room Number	
POC Telephone Number	
Special Shipping Information	

**37. Program Officials**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process

	Requesting Agency	Servicing Agency
Name	Michael Rogers	E.T. Hodnett
Title	Chief of Staff	Agency Liaison Officer
Telephone Number	(703) 603-0030	(202) 205-2900
Fax Number		(202) 501-3955
Email Address	mrogers@abilityone.gov	tom.hodnett@gsa.gov
SIGNATURE		(b) (6)
Date Signed		18 Oct 17

**38. Funding Officials** — The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Michael J. Rogers	Dewan Studdard
Title	Chief of Staff	Supervisory Budget Analyst
Telephone Number	(703) 603-0030	(202) 501-2767
Fax Number		
Email Address	mrogers@abilityone.gov	dewanstuddard@gsa.gov
SIGNATURE	(b) (6)	DEWAN STUDDARD
Date Signed	25 Oct 17	Digitally signed by DEWAN STUDDARD DN: c=US, o=U.S. Government, ou=General Services Administration, cn=DEWAN STUDDARD 09.2342.19200300.100.1.1-47001000016583 Date: 2017.11.17 11:59:43 -0500

UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)  
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Order Requirements and Funding Information (Order) Section



BUREAU OF THE  
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IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_

CONTACT INFORMATION		
<b>39. FINANCE OFFICE Points of Contact (POCs)</b>		
	<b>Requesting Agency (Payment Office)</b>	<b>Servicing Agency (Billing Office)</b>
Name	Michael J. Rogers	Tenia Dibble
Title	Chief of Staff	Accountant
Office Address	444 N. Capitol Street NW, Suite 602 1401 South Clark Street, Suite 715	Financial Information & Operations Division
Telephone Number	(703) 603-0030	(816) 823-3394
Fax Number		
Email Address	(b) (6)	tenia.dibble@gsa.gov
Signature & Date (Optional)		
<b>40. ADDITIONAL Points of Contact (POCs)</b> (as determined by each Agency) This may include CONTRACTING Office Points of Contact (POCs).		
	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		



**U.S. GENERAL SERVICES ADMINISTRATION  
AND US ABILITY ONE COMMISSION  
SERVICE LEVEL AGREEMENT  
FISCAL YEAR 2018**





## **1. Introduction**

This is a Service Level Agreement (SLA) pursuant to which the General Services Administration (GSA) shall provide the U.S. Ability One Commission (USAOC) with legal and human resources administrative support services related to labor relations described herein.

## **2. Legal Authority**

The USAOC and GSA enter into this SLA pursuant to (41 U.S.C. 8501-8503) and 40 U.S.C. sections 501 and 502.

## **3. Services to be performed**

### **Service Detail for Labor Relations, and associated Legal Services.**

#### **GSA responsibilities:**

1. Upon request, GSA's Office of General Counsel shall provide USAOC with legal advice, counseling, assistance and representation in connection with labor relations matters. Upon request, the Labor Relations Division (LR) of GSA's Office of Human Resources Management shall provide to USAOC human resources labor relations advice, counseling, assistance and representation in connection with labor relations matters. GSA shall:
  - Serve as an agency representative and/or technical representative for USAOC in its dealings with employee and third-party representatives.
  - Manage, administer, provide training regarding and assist in interpreting USAOC's collective bargaining agreements (CBAs).
  - Conduct negotiations and/or advise management on the conduct of labor management negotiations.
  - Represent USAOC before arbitrators and the Federal Labor Relations Authority (FLRA) and its components and offices. Act as agency liaison between USAOC and the U.S. Attorney's Office in judicial proceedings related to labor relations matters.
  - Advise, and assist supervisors and managers with responding to assorted labor relations issues, including elections, bargaining unit definitions, union notices, union information requests, negotiations, grievance responses, third-party actions and other labor relations related activities as appropriate and requested.

#### **USAOC responsibilities as they relate to Labor Relations:**

- Consult with GSA when labor relations concerns arise and obtain review by GSA prior to issuing labor relations- related actions.
- Consult with GSA so that USAOC can meet its labor relations obligations.
- Provide management representatives during labor-management negotiations, grievances, arbitrations and other labor-management meetings.
- Provide timely information in response to union information requests, grievances, proposals during negotiations or any other labor-relations-related matter, as appropriate and after consultation with GSA
- Notify GSA's LR of proposed changes to working conditions for employees covered by a CBA.



- Communicate management decisions on labor issues to GSA's LR.
- Consider using GSA provided templates when developing grievance or other labor relations related responses, as appropriate.

4. Reimbursable Costs

GSA will provide the USAOC Labor Relations and associated legal services as outlined in paragraph 3 on a reimbursable basis. The cost of these services shall be \$104 dollars per hour with quarterly billing.

5. Terms of Agreement

This agreement is effective upon signature and will remain in effect until September 30, 2018 unless amended, replaced, or terminated by signed agreement of both parties at least ninety (90) days in advance of the termination date.

6. Authorizing Officials:

General Services Administration:

Print E.T. HODNETT JR

Date: 18 Oct 17

Sign (b) (6)

US Ability One Commission:

Print Barry S. Lineback

Date: 10/18/2017

Sign (b) (6) Anthony DED



UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



BUREAU OF THE  
**Fiscal Service**  
LEAD. TRANSFORM. DELIVER.

IAA Number

GT&C #

Order #

Amendment # / Mod #

**DEPARTMENT AND/OR AGENCY**

1.	Requesting Agency of Products / Services	Servicing Agency Providing Products / Services
Name	U.S. AbilityOne Commission	General Services Administration Office of the Chief Financial Officer (OCFO)
Address	1401 S. Clark Street, STE 10800, Arlington, VA 22202	1800 F Street, NW Room 6012 D Washington, DC 20405

2. Servicing Agency Tracking Number (Optional) : AbilityOne1801

3. Assisted Acquisition Agreement ☐ Yes ☒ No

4. GT&C Action (Check action being taken)

☒ New

☐ Amendment - Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation - Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 10/01/2017 End Date 9/30/2018 of IAA or effective cancellation date  
MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received

☒ Yes

If Yes, this is an: Annual Renewal ☒

Other Renewal ☐

State the other renewal period: \_\_\_\_\_

☐ No

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related order.

UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_

**9. Estimated Agreement Amount** (The Servicing Agency completes all information for the estimated agreement amount)

(Optional for assisted Acquisitions)

Direct Cost \_\_\_\_\_ \$84,766.00

Overhead Fees & Charges \_\_\_\_\_

Total Estimated Amount \_\_\_\_\_ \$84,766.00

Provide a general explanation of the Overhead Fees and Charges  
Direct Cost consists of Payroll Services (\$7,392.00) and  
Financial Management Service of (\$77,374.00) .

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority (Check One)**

Franchise Fund

Revolving Fund

Working Capital Fund

Economy Act (31  
U.S.C. 1535 / FAR 17.5)

Other Authority

☐☐☒☐☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

Programmatic Authority: JWOD Act 41 U.S.C 8501-8506

**b. Servicing Agency's Authority (Check One)**

Franchise Fund

Revolving Fund

Working Capital Fund

Economy Act (31  
U.S.C. 1535 / FAR 17.5)

Other Authority

☐☐☒☐☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

40 USC 3173

**11. Requesting Agency's Scope** (State and/or List Attachments that support Requesting Agency's Scope.)

To receive payroll shared services and financial management services from the GSA Office of the Chief Financial Officer (OCFO) under the Statutory Authority listed in item 10.a of this form. The attached Statement of Work provides detailed requirements.

**12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency** (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency)

The General Services Administration (GSA) will provide the payroll shared services and financial management services as outlined in the attached Statement of Work. The Financial Management Services under this agreement are provided by the US General Services Administration through a separate Interagency Agreement with the US Department of Agriculture, Office of the Chief Financial Officer.

UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT (IAA)  
Agreement Between Federal Agencies  
General Terms & Conditions (GT&C) Section



IAA Number

GT&C #

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**13. Restrictions (Optional)** (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).  
See attached Statement of Work.

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency).

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Transaction (IGT) Guide.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

90

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

**17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition Assistance for this IAA** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA).

**18. Assisted Acquisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition Assistance for this IAA** (State or attach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA.)

**19. Requesting Agency Clause(s)** (Optional) (State and/or attach any additional Requesting Agency clauses.)

U.S. AbilityOne Commission enters into this agreement pursuant to the authority of 40 USC 3173 and the enabling legislation, JWOD Act 41 U.S.C 8501-8506, for the agency. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.

**20. Servicing Agency Clause(s)** (Optional) (State and/or attach any additional Servicing Agency clauses.)

GSA enters into this agreement pursuant to the authority of 40 USC 3173 and the enabling legislation, JWOD Act 41 U.S.C 8501-8506, for the agency. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.

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**21. Additional Requesting Agency and/or Servicing Agency Attachments** (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency Attachments)

See attached Statement of Work

**22. Annual Review of IAA**

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled as per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

<b>23.</b>	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Name	Kimberly M. Zeich	Kathy Hammer
Title	Deputy Executive Director	Director of Financial Management
Telephone Number(s)	(703) 603-2130	(202) 501-4433
Fax Number		
Email Address	kzeich@abilityone.gov	kathy.hammer@gsa.gov
<b>SIGNATURE</b>		
Approval Date	12 Oct 2017	10-24-2017

UNITED STATES GOVERNMENT INTERAGENCY  
AGREEMENT (IAA)

Agreement Between Federal Agencies

Order Requirements and Funding Information (Order) Section



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Servicing Agency's Agreement  
Tracking Number (Optional)

AbilityOne1801

**PRIMARY ORGANIZATION/OFFICE INFORMATION**

<b>24.</b>	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Primary Organization / Office Name	U.S. AbilityOne Commission	General Services Administration Office of the Chief Financial Officer
Responsible Organization / Office Address	1401 S. Clark Street, STE 10800, Arlington, VA 22202	1800 F Street, NW Room 6012 D Washington, DC 20405

**ORDER REQUIREMENTS INFORMATION**

**25. Order Action (Check One)**



**New**



**Modification (Mod)** - List affected Order blocks being changed and explain the changes being made.

For Example: for a performance period mod, state the new performance period for this Order in Block 27.

**Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting, or changing Funding for an Order Line.**



**Cancellation** - Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

<b>26. Funding Modification Summary by Line</b>	<b>Line # Payroll</b>	<b>Line # FM</b>	<b>Line #</b>	<b>Total of All Other Lines (attach funding details)</b>	<b>Total</b>
Original Line Funding					\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]					\$0.00
Funding Change for This Mod					\$0.00
TOTAL Modified Obligation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Advance Amount (-)					\$0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**27. Performance Period**

For a performance period mod, insert the start and end dates that reflect the new performance period

**Start Date**

10/01/2017

MM-DD-YYYY

**End Date**

9/30/2018

MM-DD-YYYY

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**28. Order Line / Funding Information**

**Line Number**

Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		47000018								47000016							
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
TAS (required by 10/1/2014)			338	2018	2018		2000	000			047			X	4540	001	
and/or current TAS format				95182000					47X4540.1								
BETC				DISB					COLL								
Object Class Code (Optional)																	
BPN				928275536					964253686								
BPN + 4 (Optional)																	
Additional Accounting Classification / Information (Optional)				BOAC: 953929					Line 1- S00BGA00-EXB3 (\$7,392.00)-Payroll Line 2- S00BUS00-EXB3 (77,374.00)-FM								
Requesting Agency Funding Expiration Date 09/30/2018 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09/30/2023 MM-DD-YYYY								

**Project Number & Title** FY 2018 Interagency Agreement for GSA OCFO Payroll Shared Services and FM Services

**Description of Products and/or Service, including the Bona Fide Need for this Order** (State or attach a description of products/services, including the Bona Fide need for this Order.)  
See attached Statement of Work.

North American Industry Classification System (NAICS) Number (Optional)

**Breakdown of Reimbursable Line Costs and/or Breakdown of Assisted Acquisition Line Cost:**

Unit of Measure		Contract Cost	
Quantity	Unit Price	Total	Servicing Fees
1	\$84,766.00	\$84,766.00	Total Obligated Cost \$0.00
Overhead Fees and Charges			Advance for Line (-)
Total Line Amount Obligated		\$84,766.00	Net Total Cost \$0.00
Advance Line Amount (-)			Assisted Acquisition Servicing Fees Explanation
Net Line Amount Due		\$84,766.00	

**Type of Service Requirements**



Severable Service



Non-Severable Service



Not Applicable

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**29. Advance Information** (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C)

**Total Advance Amount for the Order** 0 [All Order Line Advance amounts (Block 28) must sum to this total.]

**Revenue Recognition Methodology** (according to SFFAS 7)(Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue.)

- ☐ Straight-Line — Provide amount to be accrued \_\_\_\_\_ and Number of Months \_\_\_\_\_
- ☐ Accrual Per Work Completed — Identify the accounting post period:
- ☐ Monthly per work completed & invoiced
- ☐ Other — Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

**30. Total Net Order Amount:** \$84,766.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total]

**31. Attachments** (State or list attachments)

- ☐ Key Project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)
- ☒ Other Attachments (Optional)

See attached Statement of Work

**BILLING AND PAYMENT INFORMATION**

**32. Payment Method** (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

- ☐ Requesting Agency Initiated IPAC
- ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card
- ☐ Other — Explain other payment method and reasoning:

**33. Billing Frequency** (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly
- ☒ Quarterly
- ☐ Other Billing Frequency (include explanation):

**34. Payment Terms** (Check One)

- ☐ 7 Days
- ☒ Other Payment Terms (include explanation):

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IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_ AbilityOne1801

**35. Funding Clauses / Instructions** (Optional) (State and/or list funding clauses/instructions such as Subject to the Availability of Funds)

See attached Statement of Work.

**36. Delivery / Shipping Information for Products** (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address / Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

**37. Program Officials**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name (b) (6)	Kimberly M Zeich	Kathy Hammer
Title	Deputy Executive Director	Director of Financial Management
Telephone Number	(703) 603-2130	(202) 501-4433
Fax Number		
Email Address	kzeich@abilityone.gov	kathy.hammer@gsa.gov
SIGNATURE		(b) (6)
Date Signed		10-24-17

**38. Funding Officials** — The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement

	Requesting Agency	Servicing Agency
Name (b) (6)	Michael Rogers	Dewan Studdard
Title	Chief of Staff	Supervisory Budget Analyst
Telephone Number	(703) 603-2120	(202) 501-2767
Fax Number		
Email Address	mrogers@abilityone.gov	dewan.studdard@gsa.gov
SIGNATURE		
Date Signed		10/23/17

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Servicing Agency's Agreement  
Tracking Number (Optional)

AbilityOne1801

**CONTACT INFORMATION**

**39. FINANCE OFFICE Points of Contact (POCs)**

	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	(b) (6) Michael Rogers	Bart Jestel
Title	Chief of Staff	Branch Chief, Payroll Services Branch
Office Address	1401 S. Clark St, Ste 715 Arlington, VA 22202	2300 Main Street 2NW, Kansas City, MO 64108
Telephone Number	(703) 603-2120	8169268377
Fax Number		8168235533
Email Address	mrogers@abilityone.gov	bart.jestel@gsa.gov
Signature & Date (Optional)		

**40. ADDITIONAL Points of Contact (POCs) (as determined by each Agency)**

This may include CONTRACTING Office Points of Contact (POCs)

	Requesting Agency	Servicing Agency
Name	Angela Phiher	John Geraghty
Title	Executive Assistant	Payroll Program Manager
Office Address	1401 S. Clark St, Ste 715 Arlington, VA 22202	1800 F Street NW, 6012D Washington, DC 20405
Telephone Number	(703) 603-2123	(202) 219-0755
Fax Number		
Email Address	aphiher@abilityone.gov	john.geraghty@gsa.gov
Signature & Date (Optional)		JOHN GERAGHTY <small>Digitally signed by John Geraghty DN: cn=John Geraghty, o=U.S. Government, ou=Department of the Treasury, email=j.geraghty@gsa.gov, c=US Date: 2019.05.13 11:20:22 -0500</small>
Name	Julia Wiggins	Edward Burrows
Title	Program Support	FMLoB Liaison
Office Address	1401 S. Clark St, Ste 715 Arlington, VA 22202	1800 F ST NW WASHINGTON DC 20405-0001
Telephone Number	(703) 603-2145	(703) 537-6740
Fax Number		
Email Address	jwiggins@abilityone.gov	edward.burrows@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

<b>ORDER FOR SUPPLIES AND SERVICES</b>		REQUISITION/REFERENCE NUMBER JP18P0002	PAGE OF PAGES 1
1 DATE OF ORDER 10/10/18	2 ORDER NUMBER	3 CONTRACT NUMBER	4 PON NUMBER

FOR GOVERNMENT USE ONLY	5. ACCOUNTING AND APPROPRIATION DATA						
	FUND 837.8	FUNCTION CODE 000	B/A CODE 00	CC-A	C/E CODE H52	FY	REGION
	CC-B	PROJ./PROS NO	O/C CODE 25	ORG CODE TVN98310	W/ITEM	PRT/CRFT	

6 TO CONTRACTOR (Name, address and zip code) GSA OCFO John Geraghty 1800 F Street, NW Room 5010 Washington, DC 20405	7. TYPE OF ORDER A. <input checked="" type="checkbox"/> PURCHASE Please furnish the following on the terms and conditions specified on the order and the attached sheets, if any, including delivery as indicated B. <input type="checkbox"/> DELIVERY (For Supplies) This delivery order is issued subject to the terms and conditions of the above numbered contract
--	--

8A Data Universal Numbering System (DUNS) Number	8B Taxpayer Identification Number (TIN) 26-1844759	C. <input type="checkbox"/> TASK ORDER (For Services) This task order is issued subject to the terms and conditions of the above numbered contract
--	---	---

9A BUSINESS CLASSIFICATION <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. SMALL DISADVANTAGED <input type="checkbox"/> d. WOMAN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL <input type="checkbox"/> g. VETERAN <input type="checkbox"/> h. SERVICE DISABLED VETERAN	D. MODIFICATION NUMBER	AUTHORITY FOR ISSUING
---	------------------------	-----------------------

10 ISSUING OFFICE (Address, Zip Code, and Telephone Number) 1401 S. Clark St Suite 715 Arlington, VA 22202-32509	11. REMITTANCE ADDRESS (MANDATORY) GSA FISC 1800 F Street, NW Room 6010 Washington, DC 20405	9B START DATE 9C COMPLETION DATE 12 SHIP TO (Consignee Address, Zip Code and Telephone Number) Same as #10
---	---	---

13. PLACE OF INSPECTION AND ACCEPTANCE	14. REQUISITION OFFICE (Name, Symbol and Telephone Number) AbilityOne Commission (703) 603-7740
--	--

15. F.O.B. POINT	16. GOVERNMENT BIL NUMBER	17. DELIVERY F.O.B. POINT	18. PAYMENT/DISCOUNT TERMS
------------------	---------------------------	---------------------------	----------------------------

19. SCHEDULE					
ITEM NUMBER (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	IAA AbilityOne 1601 See attached Agreement	1	ea	\$84,766.00	\$84,766.00

20 RECEIVING OFFICE (Name, Symbol and Telephone Number)	TOTAL FROM 300-A(s)	
21 MAIL INVOICE TO (Electronic Invoice Preferred) GENERAL SERVICES ADMINISTRATION AbilityOne Commission 1401 S. Clark St Suite 715 Arlington, VA 22201-3259	22. GROSS SHIP WEIGHT	GRAND TOTAL

23 SHIPPING POINT	24A FOR INQUIRIES REGARDING PAYMENT CONTACT Michael J. Rogers	24B TELEPHONE NUMBER 703-603-2120
-------------------	--	--------------------------------------

25A NAME AND TITLE OF OFFEROR/CONTRACTOR Kathy Hammer - Director of Financial Management	26A UNITED STATES OF AMERICA (NAME OF CONTRACTING/ORDERING OFFICER) Michael J. Rogers
---	--

25B S. (b) (6)	25C DATE SIGNED 10-24-17	26C DATE SIGNED 10 Oct 17
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**STATEMENT OF WORK  
BETWEEN  
THE GENERAL SERVICES ADMINISTRATION  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
AND  
U.S. ABILITYONE COMMISSION**

**I. PURPOSE**

This Statement of Work (SOW) provides details pertaining to the Interagency Agreement (IA) between the U.S. ABILITYONE COMMISSION and the General Services Administration (GSA), Office of the Chief Financial Officer (OCFO) as a shared services provider. The OCFO provides financial, payroll, travel, and associated administrative services. This SOW documents the terms and conditions which govern the services to be delivered and the relationship of the GSA and the AbilityOne. This IA becomes effective upon signature of both the AbilityOne and the OCFO.

**II. DELIVERABLES**

Under this IA, the AbilityOne is receiving support services as described in the SOW including any AbilityOne unique requirements that may be included below. The Financial Management Services (FM) provided to the AbilityOne by the GSA are executed through a separate interagency agreement between the GSA and the United States Department of Agriculture (USDA-PFS), Office of the Chief Financial Officer (OCFO) as an FM shared services provider. Payroll Services are provided to the AbilityOne by the GSA, OCFO, Payroll Services Branch (PSB) as a Human Resources Line of Business (HRLOB) Shared Service Center (SSC).

**III. PRIVACY AND SECURITY**

The OCFO and the AbilityOne have a shared responsibility in protecting Privacy Act and sensitive information, and in maintaining the security of the financial systems.

Privacy Act Information

GSA periodically submits data to its client agencies as it provides payroll, human resources, and/or financial services on a recurring basis. Due to the nature of this information, some of it is sensitive, but unclassified, and may or may not be covered by the Privacy Act. Any information covered under the Privacy Act is being provided under a routine use exception to a Privacy Act system of records notice that requires disclosure under the Privacy Act. Any customer agency receiving payroll, human resources, and/or financial services from the GSA who has access to private and sensitive personal data agrees to comply with all statutes and corresponding regulations which address the protection and disclosure of such types of data. The AbilityOne

agrees to establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records and to protect against any anticipated threats or hazards to the security of such records and respond appropriately, as discussed below, to an actual breach.

The OCFO and the AbilityOne understand that there may be accessible information protected by the Privacy Act or other authorities, which must be adhered to. Disclosure to third parties of any of this information must be agreed upon by the OCFO and the AbilityOne and only if the request for disclosure has been submitted in accordance with the Freedom of Information Act (FOIA), 5 U.S.C. §552 as amended (<https://www.law.cornell.edu/uscode/text/5/552>), or the Privacy Act, 5 U.S.C. §552a (<https://www.law.cornell.edu/uscode/text/5/552a>). All such information shall be kept confidential to the extent consistent with, and required by, FOIA, Federal statutes, and Federal regulations.

#### Information Security

AbilityOne agrees to use due diligence in ensuring that any systems user from the AbilityOne obtains a minimum level National Agency Check with a Written Inquiries and Credit report (NACIC) clearance before requesting access to GSA systems. The AbilityOne acknowledges that all systems users have an official need to access such information on a least-privileged basis to perform their job role(s) and are in the process and/or have completed a Homeland Security Policy Directive (HSPD) -12 accreditation. Access to GSA systems should be appropriately limited as to systems privileges on a "least privilege" basis and reflect an acceptable "segregation of duties" so that no one user has too many privileges to effect the processing of a single transaction without independent authorization, review, and approval of such transactions.

AbilityOne also agrees to ensure that any system user completes annual IT security awareness (and privacy act awareness training as applicable) and abides by current GSA Information Technology (IT) General Rules of Behavior (Attachment 1). The AbilityOne agrees to notify OCFO promptly (within 48 hours under normal circumstances or immediately upon hostile terminations) of users that no longer have a valid need to access the system, so that OCFO can take timely and appropriate actions to remove that user from access in the system. The AbilityOne agrees to assist OCFO with the annual user recertification by verifying that existing system user accesses are accurate, necessary, and properly segregated as to system privileges to promote compliance with GSA internal control requirements.

External users of GSA systems are responsible for maintaining effective IT security and other internal controls, as applicable. For example, user ID and password information to GSA systems shall be established and protected in accordance with current GSA IT Security Policy (Attachment 2), and GSA IT General Rules of Behavior.

The AbilityOne agrees to protect and secure its own connection points to GSA systems for system vulnerabilities. They should also conduct vulnerability scans on a regular

basis and apply security patches for vulnerabilities in a timely manner.

### Security Incidents

Upon discovering a security incident, AbilityOne shall report it in accordance with the Office of Management and Budget (OMB) Memorandum M-17-12 (Attachment 3), and GSA incident reporting procedures and shall expeditiously notify the GSA IT Service Desk, [itservicedesk@gsa.gov](mailto:itservicedesk@gsa.gov), to initiate IT Security protocols.

The security incident reporting process is documented in the CIO IT Security 01-02 rev 15, Incident Response (IR) Guide dated September 14, 2017 (Attachment 4). (Tier 1) The IT Service Desk will submit an Incident Ticket and notify the Information System Security Officer (ISSO), Richard Banach, (email: [Richard.Banach@gsa.gov](mailto:Richard.Banach@gsa.gov)). The ISSO first determines the significance of the incident. If deemed significant, the ISSO will escalate the issue to the ISSM, Jay Myung (email: [jay.myung@gsa.gov](mailto:jay.myung@gsa.gov)). The ISSO and ISSM will determine if the incident is either non-serious (Tier 2) or serious (Tier 3). If the incident is determined to be a Tier 3 issue, the GSA Incident Response team and OCISO will be contacted immediately.

In the event that a security incident impacts AbilityOne's connection and data, AbilityOne will take immediate actions to mitigate the potential security incident and promptly notify GSA IT Service Desk, [itservicedesk@gsa.gov](mailto:itservicedesk@gsa.gov), and the ePayroll Security ISSO, Richard Banach. Security incidents impacting GSA interconnection and data shall be immediately reported to the ISSO and ISSM for ePayroll.

Further guidance regarding GSA's IT security requirements, can be obtained through the established GSA ISSO.

## **IV. TERMINATION**

Both the AbilityOne and the GSA reserve the right to terminate this agreement by notifying the other party in writing (via email or memorandum). GSA may terminate this IA upon 90 days notice in the event of the AbilityOne's failure to reimburse GSA for services rendered or for any other reason. Notification must be made to the GSA OCFO, Program Manager (FMS 7600B, Block 37), or their designee.

In the event of termination by either party, the GSA agrees to reasonably assist to ensure smooth transition to another provider.

If this agreement, or any order under this agreement, is terminated, the AbilityOne assumes responsibility for all costs resulting from the termination, which may include:

- Direct costs already incurred by the GSA in support of the Agreement when costs cannot be similarly canceled or deferred

- Termination costs
- Transition costs as applicable

#### Close Out – Financial Management Services

In the event Congress makes the determination to close an Agency or Commission, the client shall be assessed a flat fee equal to three months charges to cover all close out activities, including but not limited to:

- OMB and Treasury reporting required by law
- Preparation and research of Internal Revenue Service (IRS) Form 1099 for payments that have been made on behalf of the client
- Research of past payments
- Other tasks as required

#### **V. DISPUTE RESOLUTION**

Non-acceptance issues unable to be resolved informally by GSA and the AbilityOne will be handled in accordance with current Intergovernmental Business Rules (Department of the Treasury, current version, Financial Management Service (FMS) Bulletin No. 2007-03).

#### **VI. DELIVERABLES AND DESCRIPTION OF SERVICES OFFERED**

Under this IA, the AbilityOne is receiving the following services:

- ☒ Financial Management Systems Services
- ☒ Financial Management Reporting and Accounting Support
- ☒ Optional Financial Management Services
- ☐ Business Objects Reporting and Administrative Services
- ☒ Budgeting and Analysis Support
- ☒ Payroll Services
- ☒ Optional Payroll Services
- ☐ Labor Distribution System and Support
- ☐ Optional Labor Distribution Support
- ☐ E-Gov Travel System and Operations Services
- ☐ Optional E-Gov Travel Services

#### **Financial Management Systems Services**

USDA-PFS's core financial management system, Pegasys, is a Financial Systems Integration Office (FSIO) certified, configured version of CGI Federal's commercial-off-the-shelf Momentum Financials suite. Financial management services are supported through Pegasys, USDA-PFS's Financial System of record, including the storage of

multi-year financial data. USDA-PFS provides operations and maintenance services for Pegasys customers including:

- IT Support Services
- Application Management
- Data Center Operations
- Business Continuity and Disaster Recovery
- Systems Integrity Services

USDA-PFS has tools available that support financial management reporting and querying.

A Statement on Standards for Attestation Engagements Number 18 (SSAE 18) audit is conducted annually on Pegasys and the financial management shared services operation. A copy of the results is provided annually to customers.

### **Systems Labor**

Labor costs associated with maintenance and support of the USDA-PFS financial system.

### **Financial Management Reporting, Accounting and Budgeting Support**

#### **Financial Management Reporting**

USDA-PFS will fulfill Treasury and the OMB external reporting requirements of the AbilityOne, through the following reports based upon the agency's reporting requirements. In addition, the USDA-PFS OCFO will serve as a point of contact for financial regulatory issues with Treasury and OMB.

#### **Governmentwide Mandated Reports:**

- SF 133 – Report on Budget Execution and Budgetary Resources (monthly)
- SF 224 – Statement of Transactions (reported by the third business day of the month)
- SF 132 – Apportionment and Reapportionment Schedule
- Max A-11 – President's Budget Report
- ATDAs – Accountability of Tax Dollars Act Statements (quarterly)
- TROR – Treasury Report on Receivables (quarterly)
- GFRS – Governmentwide Financial Report System
- GTAS – Governmentwide Treasury Account Symbol Adjusted Trial Balance System (monthly)

#### **Accounting Support**

Accounting support services will be provided in accordance with External Services Branch (ESB) standard operating procedures for obligation and payment documents or as mutually agreed upon by both parties.

- Record obligations, receipts, and disbursements
- Process accounts receivable, reimbursable, and central collection. The letter of intent must be submitted to the USDA-PFS on same day when the bank processes the transfer. The wire transfers must be in Collection Information Repository (CIR) and coding received by USDA-PFS no later than the fifth day prior to month end in order to be processed by month end.
- Process vendor and other types of disbursements in accordance with Prompt Pay regulations
- Reconcile general ledger subsidiary transactions
- Reconcile Fund Balance with Treasury
- Preparation and research of Internal Revenue Service (IRS) Form 1099 for payments that have been made on behalf of the client

#### Proper recording of Obligations:

##### **Client Responsibilities:**

1. The client will provide consistent proper supporting documentation in a timely manner to support the recording of obligations to the USDA-PFS ESB. Such documentation must be received by the USDA-PFS ESB within 5 business days of the client incurring the obligation.
2. The obligation request must be approved by the client based on the signature of authority on file with the USDA-PFS ESB.
3. The client is responsible for following rules, regulations, and policies applicable to their organization, ensuring proper acquisition methods are followed.

##### **USDA-PFS Responsibilities:**

1. USDA-PFS relies on the clients to follow their applicable policies and handle the acquisition appropriately. If the client does not provide the appropriate supporting documentation or provide the documentation in a timely manner for recording and obligation and paying an invoice, USDA-PFS will follow standard operating procedures and proper internal controls.

#### Central Accounting Reporting System (CARS) requirements:

The Treasury required implementation of the Central Accounting Reporting System will require Intra-governmental Payment and Collection (IPAC) transactions to be booked the same business day.

##### **Client Responsibilities:**

Clients will provide documentation necessary to support the posting of transactions by 2:00 PM on the same day the IPAC information is provided. Clients will request IPAC partners include the client obligation document number in the IPAC description field.

**USDA-PFS Responsibilities:**

USDA-PFS will provide daily IPAC information to clients by 10:00 AM to support recording transactions the same business day as required by CARS.

**Budgeting and Analysis Support**

USDA-PFS will provide budget and analysis support services to include but not limited to:

- Preparation of monthly financial reports
- Preparation of OMB materials in support of the President's Budget
- Input of the customer's budget into the MAX database, updating data, and providing support during OMB Budget calls.
- Coordinate financial policy interpretation with OMB and Treasury.
- Apportion the Client's budget based on guidance from the client.
- Create budget allotments based on guidance from the customer's staff director or designated point of contact.
- Monitor customer's budget execution and track the customers spending to identify potential Anti-Deficiency Act violations.
- Interact with Treasury and OMB related to matters of budget execution including the above items.
- Communicate with a designated point of contact and process problems and to generally facility knowledge sharing.
- Preparation of ad hoc financial analysis when requested

**Optional Financial Management Services**

USDA-PFS provides on a reimbursable basis for time, material, and labor costs, the following services:

- Customized ad hoc queries or other specialized information requests, requiring other than routine analysis and normal processing.
- Manual Payments which are disbursements processed outside of the automated payment.

**Payroll Services**

GSA's Payroll Services Branch (PSB) will furnish all necessary payroll functions as provided by GSA's Payroll Accounting and Reporting (PAR) system.

GSA will pay all salaries and government contributions to all appropriate benefit plans from its deposit accounts. Using the Treasury IPAC process, these charges are to be reimbursed to GSA on a biweekly basis against the appropriation of the ordering activity. GSA will provide appropriate detail in support of these charges each pay period.

A SSAE 18 audit is conducted annually on the PAR system and the payroll operation. A copy of the results is provided annually.

The following items are included in GSA's base payroll services:

- Collect and maintain all Time and Attendance records utilizing the Electronic Time and Attendance Management System (ETAMS).
- Track and monitor all activities from initial hire through final payments at separation and submission of retirement records to the Office of Personnel Management (OPM).
- Perform the following payroll related processes:
  - Collect time and attendance data
  - Report and release time and attendance data
  - Edit and correct time and attendance data
  - Accrue, process, and adjust leave
  - All routine employee deduction/input documents
  - All current and retroactive pay and leave actions generated due to personnel actions processed
  - Automated Form W-2 reporting
  - Employer quarterly tax reporting
  - Automated employment verification
  - Associated payroll management reports, including, but not limited to, budget reports and accounting distribution summary reports.
- Manage Federal Employees Health Benefits (FEHB) Temporary Continuation of Coverage (TCC) for the AbilityOne employees.
- Provide data as required by the OPM for the SF-113A Feeder Data Report and SF-113G Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment to the AbilityOne by the 10th of each month reflecting information for the preceding month.
- Provide comprehensive payroll reports:
  - Electronic Pay and Leave Statements
  - Premium Pay Validation reports
  - Supervisory Time and Attendance Certification reports
  - Quarterly Overtime reports
  - Consolidated Payroll reports
  - Accounting Distribution report
- Perform the following payroll related processes:
  - Provide pretax FEHB premium conversion
  - Provide pretax qualified transportation fringe benefits program
  - Commercial wage garnishments
  - Internal Revenue Service (IRS)/State tax levies
  - Child support/alimony garnishments
  - Military Service Credits (MSC)
  - Discretionary allotments
  - Union dues
  - Charities

- Association dues deductions
- Debt notification
- Salary offset for active employees
- Savings allotments support
- Federal Employees' Group Life Insurance (FEGLI)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Health Savings Accounts (HAS)
- Flexible Spending Accounts (FSA)
- Federal Long Term Care Insurance Program (FLTCIP)
- Affordable Health Care Act Employer Reporting (ACA ESR)
- Issuance of ACA ESR Internal Revenue Service Forms 1094C and 1095 C to IRS and 1095C to employees via Employee Express (EEX)

#### **Optional Payroll Services**

- All costs for non-routine system changes will be borne by the AbilityOne.
- Requests for system changes will be evaluated by the PSB Change Control Board (CCB). The AbilityOne will be notified subsequently of the implementation viability, timeframes, and associated costs of their request. These Optional Payroll Services include:
  - Services requested to comply with the AbilityOne's policy that requires system changes
  - Extemporaneous additional services requested that are not identified in the basic payroll services that result in changes to the PAR system
  - Customized ad hoc queries, reports, or any other specialized requests for information requiring other than routine analysis and normal processing. Such requests should be submitted to the Branch Chief, PSB on the PSB "Request for Customized Adhoc Query and Reporting" form which can be provided upon request.
- Work and activities performed by the GSA, PSB, in conjunction with AbilityOne audit activity, will be charged based upon GSA's time, material and labor costs.
- CLER for FEHB Reconciliation.
- Onsite ETAMS Training.

#### **VII. PERFORMANCE MEASURES**

<b>Financial Management</b>	
<b>Performance Measure</b>	<b>Metric Target</b>
Core Financial System Application Availability: Available 24/7 except during scheduled maintenance periods	99% available
System Security Scans: The number of scans of servers, on which the core financial management applications are hosted, conducted during the	1 per month

reporting month.	
Invoice Payments: Invoices scheduled for payment within 5 working days of receipt	97% on time

<b>Payroll</b>	
<b>Performance Measure</b>	<b>Metric Target</b>
<b>Disbursements</b>  Made on or before the scheduled process date	99% timely payroll disbursements 99% accuracy based on information provided
<b>Reports</b>  External reports/interfaces completed by scheduled due dates based on timely receipt of required documentation	96% timely reports/interfaces 100% accuracy based on information provided
<b>Hours of Operation</b>  Customer Service help desks available to the AbilityOne during established hours: Monday through Friday, 8am – 5:30pm ET; excluding Federal holidays.	100% available
<b>Customer Service Help Desks</b>  Call/Inquiry is returned within four business hours.  Client employee issues are resolved, within four business days depending on complexity of issue.  Employee input is entered into the Payroll system (PAR) during the pay period received or by the requested pay period, whichever is later.	98% response rate  98% response rate.  98% input within established deadline

<b>Payroll</b>	
<b>Performance Measure</b>	<b>Metric Target</b>
System Availability  Employee Express (EEX) system available to the AbilityOne 24/7 except during a scheduled maintenance period between 4:30 pm ET on the Wednesday until Noon ET Thursday after the pay period ending date.	98% available
System Performance  Internal system response time within established parameters.	98% available

## VIII. PRICE

The cost of services outlined in this IA is **\$84,766.00** for the IA period of performance.

<b>Annual Servicing Fees</b>	<b>Cost</b>
<b>Financial Management</b>	
-Service, System and Budget Fees	\$77,374.00
<b>Payroll</b>	
-Systems and Services	\$7,392.00
<b>Total</b>	<b>\$84,766.00</b>

### Financial Management Services, Systems, and Budget Fees:

Financial Management Services, Systems, and Budget fees for fiscal year 2018 (FY18) are based on actual historic costs from data gathered in USDA-PFS's Labor Distribution System. If additional services are required, an estimate of the fee for these services will be provided to the AbilityOne at the time of the request for these services and a signed amendment will be required before any new work is started.

### Optional Financial Management Services:

USDA-PFS provides on a reimbursable basis for time, material, and labor costs, the following services:

- Customized ad hoc queries or other specialized information requests, requiring other than routine analysis and normal processing, will be charged separately at the rate of \$90.00 per hour, minimum of \$135.

- Manual Payments are disbursements processed outside of the automated payment system and are charged at the rate of \$38.00 for each manual payment. The AbilityOne will be billed on a quarterly basis for all manual payments processed during the previous quarter.

### **Payroll Services**

For payroll services, the total cost for Fiscal Year (FY) 18 is estimated to be \$7,392.00 based upon the average number of AbilityOne paid employees in FY17 or the AbilityOne FY18 Projected Headcount whichever is higher at a rate of \$224 per paid employee per year for basic payroll services and ETAMS. For this agreement, the AbilityOne FY17 average paid of 33 will be used. This amount will be billed quarterly based on the average billable headcount from the previous quarter multiplied by one fourth of the annual price listed above, in advance to the account for the AbilityOne. The charge will be adjusted, if necessary, during the fourth quarter of the fiscal year to conform to actual costs the GSA PSB experiences while providing support during the fiscal year.

### **Optional Payroll Services:**

- All costs for non-routine system changes will be borne by the AbilityOne. Requests for system changes will be evaluated by the PSB CCB. Such requests should be submitted to the Branch Chief, PSB on the PSB "Request for Customized Adhoc Query and Reporting" form. Costs for PAR system changes will be assessed based upon time, material, and labor costs of \$93 per hour with a minimum charge of \$500. The AbilityOne will be notified subsequently of the implementation viability, timeframes, and associated costs of their request. These Optional Payroll Services include:
  - Services requested to comply with the AbilityOne's policy that requires system changes
  - Extemporaneous additional services requested that are not identified in the basic payroll services that result in changes to the PAR system
  - Customized ad hoc queries, reports, or any other specialized requests for information requiring other than routine analysis and normal processing. Such requests should be submitted to the Branch Chief, PSB on the PSB "Request for Customized Adhoc Query and Reporting" form which can be provided upon request.
- Work and activities performed by the GSA, PSB, in conjunction with AbilityOne audit activity, will be charged based upon GSA's time, material and labor costs. Minimum reimbursable charge is \$100.
- CLER for FEHB Reconciliation.
- Onsite ETAMS Training.
- Optional Payroll Services will be billed based upon the FY18 Premium Services Price List in the quarter following their occurrence.

<b><u>Premium Payroll Services</u></b>	<b><u>Billing Rates</u></b>
Customized Adhoc Payroll Reports	\$90 per hour with a minimum charge of \$500

Amended Timecards Processed	\$0.16 per amended timecard
Manual Personnel Action Input	First 100 actions free - \$1.30 per personnel action thereafter
Centralized Enrollment Clearinghouse System (CLER) Federal Employees Health Benefits (FEHB) Reconciliation	\$3.00 per headcount per year
Manual Payments (Client Agency Requested)	\$49.50 per manual payment
Paper Check Processed vs. Electronic Funds Transfer (not including biweekly salary paper checks)	\$24.50 per check
Foreign Allowance Research and Modification of Payroll System Records	Time & Materials; minimum charge \$100.00

**2018 Payroll Services Disclaimer:**

GSA is in the process of divesting its HR Line of Business Status. The divestment requires decommissioning of GSA's HR (CHRIS) and Time and Attendance (ALOHA and ETAMS) Systems. Therefore, the only modifications and/or enhancements that will be made to GSA's HR and Time and Attendance systems prior to the divestment are those required by legislative and/or regulatory mandated laws and by union agreements. We will be sending out a more detailed memo regarding the phased decommissioning approach of GSA's HR (CHRIS) and Time and Attendance Systems (ALOHA and ETAMS) in the coming months. We will keep you advised as this project proceeds.

**IX. BILLING**

In the event of a continuing resolution, GSA and the AbilityOne will operate under the guidelines governing the resolution. Fee collection will be consistent with the terms of the continuing resolution.



U.S. General Services Administration  
Personal Property Center  
6808 Loisdale Road  
Springfield, Virginia 22150

January 16, 2018

**IAA E001-18**

To: Edward Yang:

Attached is the signed IAA agreement for the delivery of excess property to the GSA Warehouse located in Springfield, Virginia for fiscal year 2018. When scheduling deliveries for equipment please contact Juan Ward at (703) 605-9316 or via e-mail at [juan.ward@gsa.gov](mailto:juan.ward@gsa.gov)

Sincerely,

(b) (6)

Carlton Lawrence  
Systems Supply Analyst  
GSA-National Capital Zone  
(703) 605-9317  
[Carl.lawrence@gsa.gov](mailto:Carl.lawrence@gsa.gov)

**EXCLUSIVE INTERAGENCY AGREEMENT  
BETWEEN  
U.S. GENERAL SERVICES ADMINISTRATION  
PERSONAL PROPERTY CENTER  
AND  
U.S. ABILITY ONE COMMISSION**

**Purpose:**

This Interagency agreement (IAA), between U.S. Ability One Commission and the General Services Administration (GSA), Personal Property Center (PPC), defines the parties' agreement on how the GSA-Personal Property Center (GSA-PPC) will provide for the receipt, management, and redistribution of excess equipment from the following Agency, Bureaus, Divisions or offices for the following locations. The GSA-PPC located in Springfield, Virginia will provide these services.

**I. GSA-PPC Responsibilities:** GSA-PPC will be responsible for the following:

- A. Providing receipt and storage of customer agency excess property awaiting disposal action;
- B. Providing prompt and proper handling of customer agency excess property upon receipt;
- C. Accepting immediate transfer of accountability to GSA-PPC
- D. Processing of the transferred customer agency property in accordance with applicable law and regulations;
- E. Processing of any proceeds related to the customer agency property in accordance with applicable law and regulations
- F. Providing management reports clearly stating a summary of the services performed;
- G. Providing supervisory and administrative oversight.

**II. Customer Agency Responsibilities:** Customer Agency will be responsible for the following:

- A. Completing and providing three copies of Standard form (SF) 120, "Report of Excess Personal Property" prior to delivery of property to the GSA-PPC for equipment. Include on the SF 120 for equipment the following: serial number, make, model number, condition code and acquisition cost.
- B. Ensuring that the equipment contains no sensitive data and that it complies with all US Mint security regulations.
- C. Items in condition code 1 and 4 can be put on the same pallet
- D. Items in condition code S,X and 7 has to be put on separate pallets (e.g. condition code S-Property which has no value except for its basic material content; X-property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical; S-Property which has no value except for its material content).
- E. Making arrangements for the transportation of property to the GSA-PPC at a specific mutually-agreeable delivery time.
- F. Assisting in the resolution of any discrepancies

- G. Providing twenty-four (24) hour notice of cancellation once delivery has been scheduled.
- H. Providing supervisory and administrative oversight.
- I. Ensuring all property (e.g. equipment) is protected during transit.
- J. Notifying GSA-PPC of the proper disposition of funds generated by disposition of the excess property (see 41 C.F.R. §§ 102-36.75; 102-38.295; 102-38.300);
- K. All equipment must be palletized
- L. No hazardous materials or items that contain any hazardous materials will be accepted.
- M. Refrigerators in NON WORKING ORDER must be accompanied by a certificate or statement verifying that all Freon and hazardous fluids were extracted. Please see the sample statement attached
- N. Delivery appointment: Call the PPC at (703) 605-9316 for the delivery of furniture. The hours for delivery are 7:00 am to 1:00 pm. GSA-PPC will assign a number to this agreement and provide the number to the customer agency. This number must be used in the scheduling of appointments.
- O. Responsibility of the Driver and Personnel:
  - i. The driver and assistant(s) must have a valid photo identification to gain entrance into the facility (Franconia Gate) and will be required to check-in upon entering the PPC.
  - ii. Chock blocks must be placed in the front of the rear tire of the vehicle being unloaded. Personnel driving a tractor with a trailer must have trucks parked at an "L" or tractor has to be disengaged from trailer when parked at a dock.
  - iii. Personnel must move Equipment off the truck and onto the dock leveler and placed on a pallet if needed.

### III. Duration of Agreement:

The period of this agreement shall be from Date of final Signature to September 30, 2018.  
This agreement may be terminated by either party within thirty (30) days advance written notice.

IV. Funding: When delivering property to the GSA PPC, U.S. Ability ONE Comm will share in the Personal Property Center operating cost based on the size of the box truck or tractor trailer being used to deliver the excess property based on the sizes below.

FURNITURE	EQUIPMENT
	Up to 24 feet \$1,185
	25 - 40 feet \$1,640
	41 - 47 feet \$1,970
	48 feet and above \$2,035

- Customer agency will be billed monthly for excess property deliveries via IPAC or Government Purchase Card.
- The PPC also will accept a mixed delivery of equipment and furniture on the same truck. Up to 6 skids of IT Equipment will be accepted at a cost of \$200.00 per skid.

V. **Authority:** This IAA is authorized by 40 U.S.C. sections 321, 501, 542 & 573 and 41 C.F.R. sections 102-36.250, 102-38.60 & 102-38.295.

VI. **Anti-Deficiency Act:** This IAA is subject to all applicable laws and regulations. This IAA is not a binding promise to undertake any specific actions as of the date of signature. Rather actions contemplated by this IAA do not become binding commitments unless and until GSA-IT tenders each delivery of excess property. This IAA is subject, pursuant to the Anti-Deficiency Act. 31 U.S.C. §1341 *et seq.*, to the availability of funds. This IAA is not an obligation of funds in advance of an appropriation of such funds, and it does not constitute authority for the expenditures of funds. Nothing in this IAA will be deemed to authorize an expenditure of funds in violation of the Anti-Deficiency Act. Notwithstanding any of the foregoing language in this IAA, to the extent any language in this IAA would otherwise constitute an obligation in advance of or in excess of GSA-IT appropriations, such language constitute a statement of intent only, and not a binding obligation.

General Services Administration  
National Capital Zone

US Ability One Commission

(b) (6)

Denise Webster  
Director  
Property Mgmt. Division

JAN 16 2018

(b) (6)

Name:

Title: Director of Policy &  
Programs

12-8-17

FINANCIAL DATA

	GSA FINANCIAL DATA	CUSTOMER FINANCIAL DATA
TAX ID#	44-055-3234	61-17-55318
DUNS#	964253686	928275536
TREASURY ACCT #	47-8-0110	33-18-2000
ALC#	47-00-0016	47-00-0018
FY 2018 OBLIGATIONS		\$1,640.00

Customer Agency  
Address for Billing:  
US Ability One Commission  
1401 S. Clark Street, Suite 715  
Arlington, Virginia 22202

Agency POC for Scheduling Deliveries:

Name: Edward Yang

Phone: 703-603-2137

GSA point of contact for scheduling deliveries:

Marlo Williams -FURNITURE  
(202) 680-3549  
Fax (703) 313-8796  
[Marlo.Williams@gsa.gov](mailto:Marlo.Williams@gsa.gov)

Juan Ward-EQUIPMENT  
(703) 605-9316  
Fax (703) 313-8796  
[Juan.Ward@gsa.gov](mailto:Juan.Ward@gsa.gov)

Alternate:  
Craig Ross  
(703) 928-5294  
Fax (703) 313-8796  
[Craig.Ross@gsa.gov](mailto:Craig.Ross@gsa.gov)

GSA Financial Point of Contact:  
Carlton Lawrence  
Supply Systems Analyst  
(703) 605-9317  
Fax (703) 313-8967  
[Carl.Lawrence@gsa.gov](mailto:Carl.Lawrence@gsa.gov)

**STATEMENT OF CONFIRMATION FOR TURN-IN OF REFRIGERATORS & AIR  
CONDITIONERS**

**THE FREON AND HAZARDOUS FLUIDS CONTAINED IN THE UNIT REFERENCED  
BELOW HAS BEEN REMOVED AND IT IS NOW CLASSIFIED AS AN UNSERVICEABLE  
TURN-IN.**

**REFRIGERATOR MANUFACTURER**\_\_\_\_\_

**REFRIGERATOR SERIAL NUMBER**\_\_\_\_\_

**AIR CONDITIONER MANUFACTURER**\_\_\_\_\_

**AIR CONDITIONER SERIAL NUMBER**\_\_\_\_\_

**PLEASE HAVE THE PERSON OR COMPANY THAT REMOVES THE FREON AND  
HAZARDOUS FLUIDS FROM THE ABOVE UNIT COMPLETE THE FOLLOWING  
CERTIFICATION. FAILURE TO PROVIDE THE CERTIFICATION WILL CAUSE THIS  
PROPERTY TO BE REJECTED.**

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**DATE REMOVED:** \_\_\_\_\_